



Nottinghamshire  
County Council

# Job Evaluation – School Support Staff

## Evaluation Outcomes and Implementation



**F A I R**



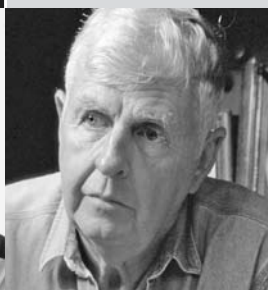
**P A Y**



**F O R**



**A L L**



*If you work in a school, please read  
this booklet. It contains important  
information about your pay and changes  
to your terms and conditions.*

# **Job Evaluation – School Support Staff**

## **Evaluation Outcomes and Implementation**

This booklet has been produced to give all the necessary information about the implementation of job evaluation to school support staff. In it you will find information on:

- ▶ Why we have to implement job evaluation in schools
- ▶ How we devised and agreed the pay structure
- ▶ What job evaluation schemes we have used
- ▶ Where to find information on how to appeal
- ▶ How we will evaluate new or changed jobs
- ▶ The new pay grades
- ▶ How we move staff from their old grade to their new grade
- ▶ The new terms and conditions
- ▶ Pay protection arrangements and information for staff whose pay will go down
- ▶ Information for staff whose pay will go up
- ▶ Where you can get more help and support

## **Why do we need a new pay structure?**

Back in 1997 a key agreement was signed between trades unions and employers in local government at a national level. This Single Status Agreement committed both sides to working to bring together the former administrative, professional, technical and clerical (APT&C) and manual worker employee groups under a single set of terms and conditions – the Green Book.

The recognition that all councils needed to carry out pay and grading reviews has been around since that time and it became a firm commitment from the employers in the national pay award agreement in 2004. So every council in the country – including our neighbouring councils – is doing something similar under the terms of the agreement.

Our decision was also influenced by equal pay law. Equal pay law says that men and women who do the same job, or who do jobs that are of equal value, in the same organisation, should receive the same pay.

As well as wishing to work within the law, the County Council, as a good employer, would in any case want to make sure that no employee earned less than another simply because of their gender.

Another important reason for beginning this work was that, like other local authorities, the Council's pay and reward arrangements had not been reviewed for many years and had become outdated, inconsistent and unnecessarily complicated. One aim of the pay strategy has therefore been to simplify some of these arrangements.

The new pay strategy is designed to deliver a fair, open and transparent pay and reward structure that is:

- ▶ Equal pay compliant
- ▶ Single status compliant
- ▶ Trade Union endorsed
- ▶ Affordable

The pay strategy was agreed in 2007 when the trade unions balloted their members on whether they wished to accept it. School-based staff were involved in the consultation process and the ballot.

## The Job Evaluation Schemes

The County Council has used two job evaluation schemes to evaluate the work of all staff covered by the job evaluation process. They are:

- ▶ National Job Evaluation Scheme (NJE Scheme)
- ▶ Hay evaluation scheme.

The majority of posts have been evaluated using the NJE scheme. The Hay job evaluation scheme was applied to posts across the County Council if:

1. The job requires a full professional qualification or an equivalent level of Organisational/school policy and procedural knowledge (i.e. would score level 6 or higher for Knowledge in the National Job Evaluation scheme or level E for Technical Know-how in the Hay scheme), OR
2. The post holder manages a discrete function or activity, OR
3. The post holder is the Council's corporate expert on a specialised technical subject

All posts in schools that have been evaluated using the Hay scheme met the first criteria 1. There were no posts which met criteria 2 or 3.

Throughout the evaluation process the County Council has worked jointly with the recognised trade unions to seek to ensure that the evaluations have been applied fairly and consistently. This has been undertaken by a joint moderating group meeting weekly, to have an overview of the evaluation outcomes and to check that the schemes have been applied consistently across all schools and job groups.

## Publishing the Job Evaluation Scores

It is intended to release the scores to all support staff on 2 March 2011. Head Teachers will be provided with individual confidential letters for each member of the support staff and have been asked to hand those letters to support staff, probably at the end of their working day. All staff will be required to sign a form to confirm receipt of the letter. If you have more than one job in a school you will receive a letter with the score for each post. Your head teacher will be able to advise you about where you can find any information you need.

It is important to remember that the scores are based on the job you were doing in September 2008.

## Indicative job scores

Unfortunately we did not receive profile match information on all jobs. In these cases we undertook what we call an 'indicative' evaluation. This means we looked at any available information on the role (this may have included a job description or other information submitted at earlier stages) and matched this to a profile. All jobs with indicative grades have reference numbers that end with an 'I'. If your post has an indicative grade you may wish to compare the profile used with your job and decide whether it is an accurate match. If it is not you may wish to appeal.

## Appeals

If you consider that your job has been incorrectly evaluated using the agreed scheme you will be required to register your appeal by 25 March 2011 and send the completed appeal information to the Job Evaluation Team by 15 April. Full details on the appeals procedure including the grounds on which you can appeal are available in the separate appeals booklet.

## **New and changed jobs**

As your score is based on your job at September 2008 we asked to be notified of any changes to jobs since that date. It is the intention to start the evaluation of the changes to these posts in the coming months. Similarly we will be asking Head Teachers to identify any new posts that have been created since September 2008. Job scores for new and changed jobs will be published on a rolling programme as soon as the job has been evaluated.

## **Teaching Assistants who have changed jobs since September 2008**

It is recognised that a number of Teaching Assistants have moved to a new TA grade since September 2008. For example moved from TA 2 Qualified to TA 3. Therefore your evaluation will be based on the previous grade (in this case TA 2 qualified). You will not be required to log this as a changed job but your Head Teacher will be asked to identify those staff so that a new grade can be applied without the need for a re-evaluation.

## **The County Council's pay structure**

The County Council's pay structure was agreed in 2007 when members of UNISON, the GMB and UNITE voted to accept the new pay scales in a ballot during October and November. The trade unions balloted all staff, including support staff in schools before signing up to the new pay structure.

The new pay scales were implemented on 1st April 2008.

However at that stage all support staff employed in schools and some centrally employed school support staff, mainly teaching assistants, were not part of the original job evaluation process and have continued to be paid using the old pay structure.

The outcomes from the job evaluation exercise in schools will mean that the new pay structure will be effective from 1 April 2011. The table shows the old pay structure scales and how they relate to the current pay grades and job score points as implemented for the rest of the Council. The new structure will be implemented on a phased basis during the Summer term of 2011.

**The New Pay Scales – Salary as at 01/04/2009/2010**

| Current scales |        | National pay spines  | new grades | NJE points | Annual pay | Equivalent hourly rate |         |       |
|----------------|--------|----------------------|------------|------------|------------|------------------------|---------|-------|
|                |        | spinal column points |            |            |            |                        |         |       |
| 1              |        | 4                    | 1          | 0          | £12,145    | £6.30                  |         |       |
|                |        | 5                    |            | ↑          | £12,312    | £6.38                  |         |       |
|                |        | 6                    |            | to         | £12,489    | £6.47                  |         |       |
|                |        | 7                    |            | ↓          | £12,787    | £6.63                  |         |       |
|                |        | 8                    |            | 299        | £13,189    | £6.84                  |         |       |
|                |        | 2                    |            | 9          | 2          | 300                    | £13,589 | £7.04 |
|                |        |                      |            | 10         |            | ↑                      | £13,874 | £7.19 |
|                |        |                      |            | 11         |            | to                     | £14,733 | £7.64 |
|                |        |                      |            | 12         |            | ↓                      | £15,039 | £7.80 |
|                |        |                      |            | 13         |            | 349                    | £15,444 | £8.01 |
| 3              |        | 14                   | 3          | 350        | £15,725    | £8.15                  |         |       |
|                |        | 15                   |            | ↑          | £16,054    | £8.32                  |         |       |
|                |        | 16                   |            | to         | £16,440    | £8.52                  |         |       |
|                |        | 17                   |            | ↓          | £16,830    | £8.72                  |         |       |
|                |        | 18                   |            | 399        | £17,161    | £8.90                  |         |       |
| 4              |        | 19                   | 4          | 400        | £17,802    | £9.23                  |         |       |
|                |        | 20                   |            | ↑          | £18,453    | £9.56                  |         |       |
|                |        | 21                   |            | to         | £19,126    | £9.91                  |         |       |
|                |        | 22                   |            | ↓          | £19,621    | £10.17                 |         |       |
|                |        | 23                   |            | 449        | £20,198    | £10.47                 |         |       |
| 5              |        | 24                   | 5          | 450        | £20,858    | £10.81                 |         |       |
|                |        | 25                   |            | ↑          | £21,519    | £11.15                 |         |       |
|                |        | 26                   |            | to         | £22,221    | £11.52                 |         |       |
|                |        | 27                   |            | ↓          | £22,958    | £11.90                 |         |       |
|                |        | 28                   |            | 499        | £23,708    | £12.29                 |         |       |
| SO1            |        | 29                   | Band A     | 500        | £24,646    | £12.77                 |         |       |
|                |        | 30                   |            | ↑          | £25,472    | £13.20                 |         |       |
|                |        | 31                   |            | to         | £26,276    | £13.62                 |         |       |
|                |        | 32                   |            | ↓          | £27,052    | £14.02                 |         |       |
|                |        | 33                   |            | 549        | £27,849    | £14.43                 |         |       |
| PO Grades      |        | 34                   | Band B     | 550        | £28,636    | £14.84                 |         |       |
|                |        | 35                   |            | ↑          | £29,236    | £15.15                 |         |       |
|                |        | 36                   |            | to         | £30,011    | £15.56                 |         |       |
|                |        | 37                   |            | ↓          | £30,851    | £15.99                 |         |       |
|                |        | 38                   |            | 599        | £31,754    | £16.46                 |         |       |
|                |        | 39                   | Band C     |            | £32,800    | £17.00                 |         |       |
|                |        | 40                   |            |            | £33,661    |                        |         |       |
|                |        | 41                   |            |            | £34,549    |                        |         |       |
|                |        | 42                   |            |            | £35,430    |                        |         |       |
|                |        | 43                   |            |            | £36,313    |                        |         |       |
| 44             | Band D |                      | £37,206    |            |            |                        |         |       |
| 45             |        |                      | £38,042    |            |            |                        |         |       |
| 46             |        |                      | £38,961    |            |            |                        |         |       |
| 47             |        |                      | £39,855    |            |            |                        |         |       |
| 48             |        | Band E               |            | £40,714    |            |                        |         |       |
| 49             |        |                      | £41,616    |            |            |                        |         |       |
| 50             |        |                      | £42,470    |            |            |                        |         |       |
| 51             |        |                      | £43,357    |            |            |                        |         |       |
| 52             |        |                      | £44,276    |            |            |                        |         |       |
| 53             |        | £45,160              |            |            |            |                        |         |       |
| 54             |        | £46,092              |            |            |            |                        |         |       |
| 55             |        | £47,023              |            |            |            |                        |         |       |
| 56             | Band F |                      | £47,955    |            |            |                        |         |       |
| 57             |        |                      | £48,902    |            |            |                        |         |       |
| 58             |        |                      | £49,502    |            |            |                        |         |       |
| 59             |        |                      | £50,736    |            |            |                        |         |       |
| 60             |        |                      | £51,968    |            |            |                        |         |       |
| 61             |        | £53,199              |            |            |            |                        |         |       |

## Implementation and back pay

The new County Council pay scales will be effective from 1 April 2011. Assimilation to new grades will take some time to complete and therefore the actual implementation will be phased in over the summer term, retrospectively to 1 April 2011.

Assimilation onto the new grades will be effective from 1 April 2008 based on the profile information accurate at 1 September 2008.

The County Council has given an undertaking to ensure that staff in schools are treated no less favourably than other colleagues elsewhere in the County Council. The arrangements for the payment of back pay will therefore seek to ensure that this commitment is met. Employees in some groups will also have a potential equal pay claim and this will also be factored in to the payments for those groups.

The intention is therefore that, based on the information provided through the profile matching and evaluation process, the evaluated grade will be applied from 1 April 2008 and any back pay entitlement from that date will be calculated in the normal way.

Any employees entitled to back pay for that period and any or all of the period between April 2002 and March 2008 will receive a separate offer which they will be invited to accept. Payment for those offers will be by separate arrangements and paid on a planned programme commencing later in the summer term.

Entitlement to back pay for the period prior to April 2008 will be calculated using the employee's current role and the length of time in post in the same job group. It is not intended that retrospective evaluations will be undertaken for jobs prior to April 2008 and that the back pay calculation will be based on the evaluated role as at September 2008. Where pay protection applies this will commence from 1 April 2011 (see later section on Pay Protection)

## How we will work out your new pay

Your new pay rate will be worked out using your 'substantive' pay as at 1st April 2008, as the pay structure implementation is to be backdated to this date.

### What is substantive pay?

For the purpose of calculating your new pay, substantive pay is the spinal column point of your substantive post as at 1st April 2008. This will include any permanent and contractual additional increments (see below), but will not include any temporary additional payments (see below).

### Included as substantive pay

...and which will cease to be paid following implementation of the new pay structure:

- ▶ any permanent merit increments within and above substantive grade
- ▶ any permanent recruitment and retention payments or permanent market factor supplements
- ▶ any permanent increments for contractual weekend working
- ▶ any allowances or payments for things that are covered by the job evaluation score, for example qualification payments
- ▶ any consolidated payments for additional hours e.g. weekend working, call out, lettings, standby etc.

### Excluded from substantive pay...

...and which will cease to be paid following implementation of the new pay structure:

- ▶ temporary merit increments
- ▶ time limited recruitment and retention payments

...but which will continue to be paid following implementation, as additional payments **in accordance with the arrangements previously agreed and implemented on 1st April 2008 for all County Council staff:**

- ▶ contractual, planned and non contractual overtime
- ▶ standby payments
- ▶ call-out payments
- ▶ Bank Holiday payments
- ▶ Split shift allowance
- ▶ shift and unsocial hours payments
- ▶ first aider allowance

## Back pay on additional payments

As a matter of principle, where the new grade of a post is less than substantive pay, the Council will not seek recovery of any 'excess' payments made in the period from 1st April 2008 to the date of implementation 1st April 2011. Employees receiving consolidated rates of pay which include additional payments for call out, overtime, lettings, standby etc. will have the option to protect their rate of pay in accordance with the pay protection arrangements outlined below. However, where pay is protected on that basis no further additional payments will be applied during the period of protection.

However, where the new grade of the post exceeds substantive pay at 1st April 2008 or where increments are payable above the previous grade maximum during the period between 2008 and 1st April 2011, then it will be necessary to recalculate additional payments, where these are related to grade.

This would include:

- ▶ honoraria or acting up payments to take account of the new grades of posts being covered
- ▶ overtime payments
- ▶ other payments that are based on the hourly rate of pay, such as weekend, night or bank holiday payments
- ▶ sickness payments, including half pay
- ▶ maternity pay

## Assimilation rules

Assimilation is the process we go through to work out where you should be paid on your new pay grade.

### Increase in pay to the bottom of the new pay grade

Where the minimum point of the new grade is higher than the substantive pay as at April 2008, you would be assimilated at the minimum point of the new pay grade.

**Example:** On 1st April 2008, Mrs AB was paid spinal column point 7 (on a fixed point). Her new grade is grade 2 – spinal column points 9-13. She would be put on spinal column point 9, then go up by one increment each April until she reached spinal column point 13.

### Assimilation within new pay grade

Where your substantive pay at April 2008 falls within the new grade, then assimilation would be on substantive pay.

**Example:** On 1st April 2008 Mr YZ was paid spinal column point 21 (top of scale 4). His new grade is grade 4 (spinal column points 19-23). He would be put on spinal column point 21 from April 2008 and then go up by one increment each April until he reached spinal column point 23.

**Example:** On 1 April 2008 Miss CD was paid point 18 (bottom of Scale 4) on a combined Scale 4/5 range. Her new grade is grade 4. She would be put onto spinal column point 19 from April 2008 and subsequently progress by annual increments up to point 23 (the top of the new Grade 4) This is explained below in the section on Headroom.

### Reduction of substantive pay

Where substantive pay at April 2008 is higher than the top of the new pay grade, you would be assimilated at the top of the new grade.

**Example:** On 1st April 2008 Miss MN was paid spinal column point 31 (top of SO1). Her new grade is grade 5 (spinal column points 24-28). She would be put on spinal column point 28. The difference between points 31 and 28 (currently £2,568) would be protected.

### **Progression since April 2008**

Having been assimilated to the new grade as at 1 April 2008, we will then work out the progression through to the top of the new grade. Where pay protection applies, this will be based on the difference between substantive pay at the date of implementation and the top of the new grade.

### **Employees that started after April 2008**

Assimilation and progression will be worked out using the actual start date in the post.

### **Headroom**

When someone has not reached the top of their grade, 'headroom' is the term used to describe the increments that remain to reach the top of the grade. There may be some cases where people have headroom on their current grade, but the maximum point of the new grade is lower than the maximum point of the current grade. This is called 'loss of headroom'.

**Example:** Mr JK was on scale 3/4 (spinal column points 14-21). His new grade is grade 3 (spinal column points 14-18). At April 2008 he was on 15 he will incrementally progress to spinal column point 16 in April 2009, spinal column point 17 in April 2010 and spinal column point 18 in April 2011. At April 2011 he will reach the top of the new grade at spinal column point 18 and his incremental progression will stop. No protection will apply

Pay protection only applies where the current substantive pay is greater than the revised substantive pay, so it does not cover loss of headroom.

## Pay protection

The effective date of implementation will be 1 April 2011. Where as a result of assimilation onto the new grade an employee is being paid above the maximum point of the new grade, pay protection will apply from this date.

The County Council has agreed that the pay protection arrangements for phase 1 of the evaluation of school support staff jobs should be consistent with the implementation of the initial implementation arrangements for all other County Council staff. Employees in a pay protection situation will be asked to opt for one of the following options, effective from 1 April 2011.

### Option 1

The employee will be protected for a period of three years, during which time they will continue to receive national pay awards and incremental progression to the maximum spinal column point of their protected post (subject to the Headroom provisions outlined above). At the end of that period the employee will revert to the maximum spinal column point of the substantive grade of their post.

### Option 2

The employee will be protected for a period of four years, during which time they will continue to receive national pay awards and incremental progression to the maximum spinal column point of their substantive post (subject to the Headroom provisions outlined above). However, protection will be calculated on the basis of full protection of salary for the first two years, followed by two years at 50% salary protection. At the end of the protection period the employee will revert to the maximum spinal column point of the substantive grade of their post.

### Option 3

The employee will receive salary protection for a period of five years, but with salary being frozen at the point at which pay protection starts, i.e. employees opting for this scheme will not receive any subsequent incremental increases or annual cost of living awards. At the end of the protection period the employee will revert to the maximum spinal column point of the substantive grade of their post.

Employees will be encouraged to state their preferred protection option, but if you do not do so the five year option will be applied. This is because the five year option minimises the risk of an actual reduction in pay at the end of the protection period.

For each option, when the substantive rate of pay becomes higher than the protected rate of pay then the substantive rate will apply.

### Examples of how pay protection works

**Example: Option 1** Mr FG was previously on Scale 5. His new evaluated grade is grade 4. He was previously paid at the top of Scale 5 SCP 25 (£21,519p.a) He will move to the top of the new grade 4 SCP 23 (£20,198 p.a.) **He opts to take Option 1 (3 years protection)** His salary will remain on SCP 25 on a protected basis until 31 March 2014 and will receive any pay award increase during that period. On 1 April 2014 his salary will drop to SCP 23.

**Example: Option 2** Mr FG was previously on Scale 5. His new evaluated grade is grade 4. He was previously paid at the top of Scale 5 SCP 25 (£21,519p.a) He will move to the top of the new grade 4 SCP 23 (£20,198 p.a.). **He opts to take Option 2 (4 years phased protection).** His salary will remain on SCP 25 on a protected basis until 31 March 2013 during which time he will receive any pay award increase. On 1 April 2013 his protection will reduced to 50% of the value of the difference between SCP 25 and SCP 23 until 31 March 2015, again any pay award increase will be applied during that period. On 1 April 2015 his salary will drop to SCP 23.

**Example: Option 3** Mr FG was previously on Scale 5. His new evaluated grade is grade 4. He was previously paid at the top of Scale 5 SCP 25 (£21,519p.a) He will move to the top of the new grade 4 SCP 23 (£20,198 p.a.). **He opts to take Option 3 (5 years 'frozen salary').** His salary will be frozen at his current rate (£21,519) until 31 March 2016 or until SCP 23 reaches the same or higher rate and he will receive no further incremental or pay award increase during that period. On 1 April 2016 his salary will move to SCP 23.

Protection arising from any subsequent changes to grade after April 2011 will apply the revised County Council pay protection arrangements of 2 years frozen salary.

Pay protection will apply from April 2011 for all affected employees. and you will need to decide which option you wish to be applied. If you are in this situation you will be required to decide on which salary protection option you wish to take by 31 May 2011 otherwise option 3 will automatically be applied. The relevant form is available on the Big Issues web site or by contacting the customer services centre on 0844 9808080.

We advise you to seek independent financial advice on the most appropriate option for your circumstances and on planning your finances for the future. You may also find it helpful to talk to your line manager or head teacher or your trade union representative. The County Council is not allowed to give financial advice to its employees, but if you need help to access independent financial advice in your area, contact our helpline on 0844 9808080.

## Protected annual leave

Where employees face a reduction in annual leave, because their new grade falls below spinal column point 28, their current leave entitlement will be protected on the same basis as their pay.

## Employees currently in receipt of pay protection

There may be some employees who are currently on pay protection as a result of previous changes and they could find themselves in additional protection due to the outcome of the job evaluation process. In this case, the existing (higher) protection will continue, but run concurrently with the protection resulting from application of the new pay structure. At the end of the higher protection period, any remaining protection will continue for the balance of the protection period.

**Example:** From 1 September 2009, Mr RS moved post resulting in a change of grade from Scale SO2 (SCP 32-34) to SO1 (SCP 29-31). He was at the top of his grade and opted for the three year pay protection option. He would therefore be protected at SCP 34 from 1 September 2009 to 31 August 2012. As a result of job evaluation, from 1 April 2011, the post is now Grade 5 (SCP 24-28). He again opts for Option 1 (3 years). His protection at SCP 34 would continue to August 2012, but from 1 September 2012 to 31 March 2014 protection would be at SCP 31 – i.e. the top of the substantive grade before job evaluation. From April 2014 the protection arising from the new pay structure expires and he would revert to the top of the new grade, i.e. SCP 28.

## **Pension implications**

Your pension benefits are usually based on the pay in respect of the final year of scheme membership on which you paid contributions, or one of the previous 2 years if this is higher.

For those employees who see their basic salary decrease as a result of these proposals, if the reduction or restriction takes place within your last 10 years of continuous employment, you may have the option to have your final pay calculated as the average of any 3 consecutive years' pay in the last 13 years (ending on a 31 March). Such an option must be made to Notts LG Pensions Office no later than one month before leaving. Your chosen period will be inflation-proofed and will form the basis of your pension calculation.

Further details can be found in the Guide to the Local Government Pension Scheme available on the Pensions Fund's website [www.nottspf.org.uk](http://www.nottspf.org.uk).

Individual advice can be obtained from the Pensions Office help Line on 0115 846 3333.

## **Additional information for employees whose pay will go up**

### **Implementing the new grade**

Your new grade will be implemented during the Summer of 2011. We will need to work out what you should have been paid and calculate any back pay that is due to you, as well as working out what you should be paid now. We are aiming to work out the new pay rates and back pay for the majority of employees so that they can be paid during the summer.

### **Tax and National Insurance**

We have negotiated with the tax office (HMRC) and agreed an amount that we will deduct from the total back pay and pay to cover tax and national insurance payments. We will apply a standard percentage reduction as agreed with the HMRC to the back pay for each individual employee.

This means that, depending on their tax status, some employees may receive slightly more back pay than they would get if we calculated the amount due on an individual basis and some may get slightly less. However, it does mean that individuals will not have to submit extra tax returns to cover the back pay. It also reduces any delay in implementation.

### **Tax credits and benefits**

Because we are paying over a lump sum for tax, we have been advised that back pay will not affect tax credits. You will, however, need to make sure that the tax office knows that your basic pay has gone up, so they can re-calculate your tax credits.

Your pay increase may also affect any benefits that you currently claim and you will need to notify the relevant authority, so they can re-calculate your benefits. Some useful website addresses are included at the back of this booklet.

## Where to get more information

If you have any questions, you should talk first to your head teacher or your local trade union representative.

You can also contact the trade unions on:

### **UNISON**

0115 9810405

email: [branch.office@nottsunison.org.uk](mailto:branch.office@nottsunison.org.uk)

### **GMB**

Steve Goodall 07862 215083

Joy Ackerman 07525 940850

Matt Ralston 07576 628653

email [m.ralston@ntlworld.com](mailto:m.ralston@ntlworld.com)

### **Unite/TGWU**

0115 947 6784

You can find further information on Wired or on the Big Issues pages in the County Council website:

<http://bigissues.nottinghamshire.gov.uk/index/bigissues/fairpay/bigissuesschools>

To get advice on your pension position, please call the Pensions Office Help Line on 0115 846 3333

For all other general queries please contact the County Council Customer Services Centre on 08449 80 81 82

## Other useful websites

To find an independent financial advisor:

[www.unbiased.co.uk](http://www.unbiased.co.uk)

[www.searchifa.co.uk](http://www.searchifa.co.uk)

To check that an independent financial advisor is registered:

[www.fsa.gov.uk](http://www.fsa.gov.uk)

For information on tax and benefits:

[www.direct.gov.uk](http://www.direct.gov.uk)

[www.adviceguide.org.uk](http://www.adviceguide.org.uk)

[www.nottinghamshire.gov.uk/benefitsadvice](http://www.nottinghamshire.gov.uk/benefitsadvice)

## **The terms and conditions applicable to school-based staff agreed in 2008**

As part of the original agreement on the new pay strategy a number of terms and conditions were agreed. Head teachers should ensure that they use the agreed rates for additional payments. The terms and conditions agreed include:

### **Overtime (hours in excess of 37 per week)**

This will be paid in accordance with Part Three of the Green Book. For employees paid at spinal column point 28 or below, hours in excess of 37 will be paid at:

|                           |                 |
|---------------------------|-----------------|
| Monday to Saturday        | Time and a half |
| Sundays and Bank Holidays | Double time     |

### **Standby and callout**

Where staff are required to remain within a near radius to work and be in a fit state to respond to calls they will be paid £26.50 for each shift that they are on standby. This amount is reviewed from time to time by the National Joint Council.

If staff are called out, they will be paid a minimum of 2 hours at overtime rates.

### **Lettings**

Payments will be made in accordance with the arrangements set out in the East Midlands Provincial Council agreement. The latest schedule of payments can be found on WIRED.

### **Split shift allowances**

An allowance will be paid where employees are required to work more than one shift within the normal working day and with a break of more than two hours between those shifts. The allowance will be £10.38 per month, pro rata to the number of weeks worked per annum. This amount will be increased annually in line with the national pay award.

## Changes to Terms & Conditions introduced by the County Council in April 2010

These changes were not part of an agreement with the Trade Unions and are not linked to the 2008 agreement.

The County Council is facing significant budget pressures and has been required to consider a range of savings and budget realignments to achieve a balanced budget. County Councillors decided at the Personnel Committee on 29 January 2010 to implement a package of changes to terms and conditions and related employment policies, these included removal of additional annual leave after 10 years service. The changes were implemented for the rest of the County Council with effect from 1st April 2010; however it was decided to delay implementation to school-based staff until we implemented job evaluation. Letters about these changes were sent to staff in Community Schools in January 2011. At the same time Governors of Foundation and Voluntary Aided Schools, where they are the employer, were also invited to issue similar letters to staff to alert them to the changes and the implementation date.

From the 1st of April the leave arrangements will be as follows:

|                    | Basic entitlement | After 5 years |
|--------------------|-------------------|---------------|
| At or below SCP 28 | 24                | 29            |
| Above SCP 28       | 27                | 32            |

### Changing annual leave and equated pay

Where staff work term time only and receive equated pay, the formula has been adjusted accordingly so there will be a pay adjustment for those staff with 10 or more years service with effect from 1 April 2011.

### Example

The annual leave to be included depends on the employee's service. The bank holiday entitlement once calculated remains the same irrespective of service.

For an employee with 10+ years of service working 39 weeks, this will result in the following change:

Current pay formula

$$6.4 \text{ weeks (32 days)} \times 39/52.14 = 4.78 \text{ weeks leave}$$

Revised pay formula

$$5.8 \text{ weeks (29 days)} \times 39/52.14 = 4.34 \text{ weeks leave}$$

Difference 0.44 weeks leave

The impact on the pay formula used to calculate your pay will be as follows:

|               | Current      |          | Revised      |          |
|---------------|--------------|----------|--------------|----------|
| 39 weeks      | Basic weeks  | Based on | Basic weeks  | Based on |
| Working Weeks | 39.00        |          | 39.00        |          |
| Annual Leave  | 4.78         | 32       | 4.34         | 29       |
| Bank Holidays | 1.20         | 8        | 1.20         | 8        |
| <b>Total</b>  | <b>44.98</b> |          | <b>44.54</b> |          |

If you do not work 39 weeks but work less than 52 weeks per year, you can still calculate the equation based on the following formula. All you need to do is replace the figure 39 below with the number of weeks the employee is contracted to work:

**Based on 39 weeks, Annual leave: 24 days**

$$24 \div 5(\text{days}) = 4.80 \text{ weeks} \times (39/52.14) = 3.59 \text{ weeks A/L due}$$

**Based on 39 weeks, Bank Hols: 8 days**

$$8 \div 5(\text{days}) = 1.60 \text{ weeks} \times (39/52.14) = 1.20 \text{ weeks B/H due}$$

For those staff who are still in receipt of retention pay, this relates mainly to catering and midday staff, will continue to receive these based on half the weeks not paid. On this basis the loss of the additional leave after 10 years service will mean a small increase in retention pay for those staff.



Nottinghamshire  
County Council

### Contacting us

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published **February 2011**